

Employer Help Guide for the Internet Response Module for Employers

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Welcome

Welcome to the Internet Response Module for Employers (IRME) System. The IRME System is an easy-to-use tool for submitting information requested on a Wage Audit Notice. A Wage Audit Notice is a letter sent to an employer by the Arizona Department of Economic Security (AZ DES). The Wage Audit Notice requests employment information about an individual that filed a claim for Unemployment Insurance (UI) benefits and was identified as being employed during the same time an Unemployment Insurance claim was filed.

Identification of these individuals can be made through data exchanges or tips and leads. Data exchanges are cross-matches between Unemployment Insurance benefit information and other systems. Tips and leads originate from information submitted to the Department of Economic Security by a third party. The Social Security Number (SSN) listed on the Wage Audit Notice was cross-matched through a data exchange or identified through the discovery process following the receipt of a tip and lead.

Common System Features

You will find **Help** and **Logout** hyperlinks located in the upper right hand corner and in the lower left corner of each page. You can use these hyperlinks at any time. If you select the **Help** hyperlink the help system will be displayed in a separate window. If you select the **Logout** hyperlink the session is ended and the **System Logout** page will be displayed. A **Contact Us** hyperlink is also located in the lower left corner of the page. Selecting this hyperlink will display a separate window with contact information.

At the bottom right of each page, you will find three navigational buttons:

Back- Click this button to return to the previous page ***Note: Any data entered on this page will be lost and you will have to rekey your entries.***

Next- Click this button to continue to the appropriate page based on your selection.


Cancel- Click this button to cancel all action taken. This will delete all information entered and return you to the Wage Audit Notice Entry page to begin entering a new Wage Audit Notice.

*****Please be advised the system is set up so that each session will time out after 20 minutes of inactivity, causing all progress and information that has been entered to be lost.*****

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System Login

The **System Login** page is the system's home page. Use this page to access the IRME System. Access to the IRME System requires that you have a valid Unemployment Insurance Tax employer account number, and, in some cases, a valid branch number assigned by the Arizona Department of Economic Security.



Effective 4/7/2016, your TWS passwords will no longer be effective on this system. Please select the Create Password link to create your own unique password and security question/answer. NOTE: When entering your Federal Identification Number, remember the FEIN field will only accept your 9-digit Federal Identification Number with no hyphen. We have also eliminated the use of a check-digit number for the IRME application and instead have replaced it with your account branch number. This number will be required only if your Employer Account Number is associated with more than one branch number accounts. This field may be left blank when your branch number of 000 is the only branch associated with your account number. If you have a branch number greater than 000 associated with your account, you must enter a branch number at each log in attempt.



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Entry fields on this page:

1. **Employer Account Number-** Enter the first seven digits of you Arizona Unemployment Account Number (Registration Number).
2. **Employer Branch Number-** *This field is a required field for any employer who has a branch number greater than 000.* Enter the three digit branch number associated with your account. *If you do not have a branch number, leave this field blank or enter 000.*
3. **Password-** Effective April 7th 2016, you must first select the **Create Password** option to register for the IRME system. *If after April 6th 2016, you have been assigned a password through the HELP Desk or created your own password, use whichever is applicable for logging into the IRME system.*
 - **Forgot Password-** use this option if you have your Arizona Unemployment Account Number and Federal Employer Identification Number (FEIN) but do not remember your current password.
 - **Change Password-** use this option if you know your password but wish to change it, or if your current password has expired. ***Note: Passwords expire after 30 days.***
 - **Create Password-** use this option if it's your first time logging into the system, or if you need to override a previously established security question/answer and password.

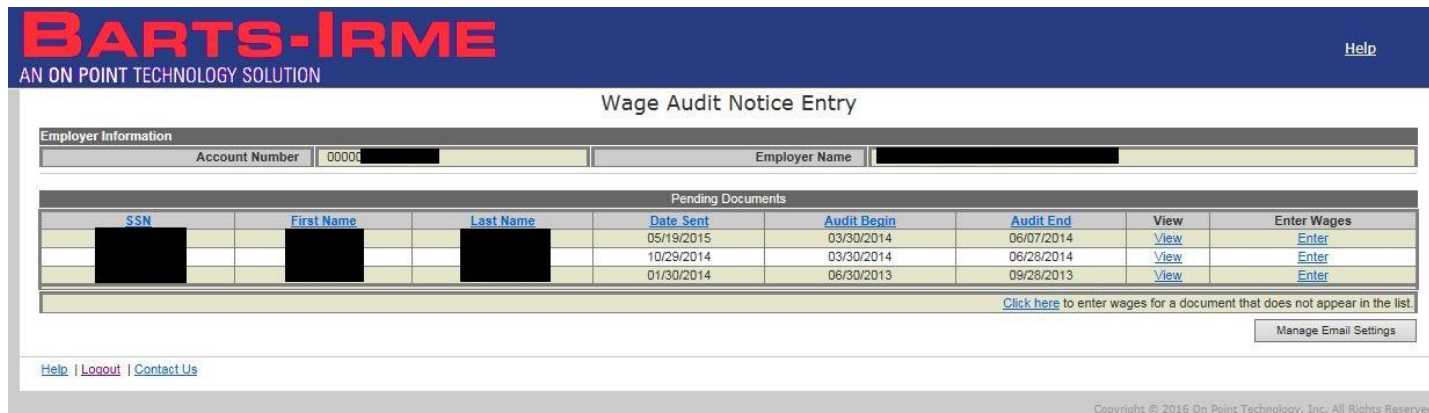
Select the **Login** button to access IRME.

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Wage Audit Notice Entry

The **Wage Audit Notice Entry** landing page provides a list of your **Pending Documents**. The employees listed were identified as having received UI benefits during a quarter in which wages were reported by your company. From this page, you may view the Wage Audit Notice by clicking **View** in the appropriate column. This action will allow you to view or download the paper document that was generated for the employee listed.



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Wage Audit Notice Entry

Employer Information

Account Number: 0000 Employer Name:

Pending Documents

SSN	First Name	Last Name	Date Sent	Audit Begin	Audit End	View	Enter Wages
			05/19/2015	03/30/2014	06/07/2014	View	Enter
			10/29/2014	03/30/2014	06/28/2014	View	Enter
			01/30/2014	06/30/2013	09/28/2013	View	Enter

[Click here](#) to enter wages for a document that does not appear in the list.

[Help](#) | [Logout](#) | [Contact Us](#)

[Manage Email Settings](#)

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There is a **Manage Email Settings** button at the bottom of the **Wage Audit Notice Entry** page that will allow you to update your email address and give you the option to receive your Wage Audit Notices by email or through the postal mail.

*****Don't forget to enter an email address in order to ensure electronic delivery of Wage Audit Notices.*****

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When you click **Enter** for a selected employee, the **Employer Information** section will be displayed on the **Wage Audit Notice Entry** page. This section is provided for you to tell us your name, the position you hold in representing the employer listed on the Wage Audit Notice, and a phone number where we can contact you. We would also like to know if original payroll records for the employee are available, if necessary, for examination by an auditor. Should you have to enter information for more than one Wage Audit Notice, you only need to enter this information once. The system will keep this information for entry of other Wage Audit Notices during the same internet session.

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Wage Audit Notice Entry

Employer Information

Account Number

000004

Employer Name

Employer Information - Please enter the following required information

Name of Preparer

(first and last name)

Title

Phone

Ext.

(xxx-xxx-xxxx)

Fax

(xxx-xxx-xxxx)

E-mail Address

Do you want notification of future wage audit notices to be emailed to this address?

☒ Yes
 ☐ No

The Original Records Will be Available if necessary

☒ Yes
 ☐ No

Back

Next

Cancel

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Selection and entry fields on this page:

1. **Name of Preparer-** Please enter your name (first name and last name).
2. **Title-** Please enter your position with the company. *For example: HR Manager*
3. **Phone-** Please enter the telephone number where you can be reached. Enter in XXX-XXX-XXXX format, the dashes must be entered. Provide an extension number if applicable.
4. **Fax-** You may enter your fax number if you wish to provide it.
5. **E-mail Address-** You must enter your email address.
6. **Do you want notifications of future wage audit notices to be emailed to this address?** - Select Yes or No
7. **Will the original payroll records be available if necessary?** - Select Yes or No

Once required entries are made, click the **Next** button to proceed to the **Employee Verification** page.

Employee Verification

If the claimant's name and Social Security Number on the **Employee Verification** page do not match the name and Social Security Number your company has on record, select the **Cancel** button to return to the **Wage Audit Notice Entry** page. Once there, select the **View** option next to the corresponding Wage Audit Notice to print a paper copy; note the discrepancy in the comments section at the bottom of the paper form and follow the included instructions for submitting the Wage Audit Notice through the fax or postal mail.

If all of the employee's information is correct, click the **Next** button to continue entering the Wage Audit Notice via IRME. You will be required to certify that this information is correct after entering the wage information.

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Type of Wage Entry

The **Type of Wage Entry** page is used to enter information about the period of time the employee worked for the employer, the employee's rate of pay, and to select the type of wages that will be entered. The employer and employee information, passed from the **Employee Verification** page, is displayed at the top of the page.

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Type Of Wage Entry

Employer Information

Account Number 000004

Employer Name

Employee Information

Name

SSN

Audit Start Date 12/29/2013

Audit End Date 3/29/2014

Wage Entry Type Selection

Please make a selection:

☐ The employee did not work between 12/29/2013 and 3/29/2014 and there are no wages to enter. This selection will transfer you to the certification page.

☐ I have calculated the wages by benefit week (Sunday to Saturday) and am ready to enter the wages by benefit week. This selection will transfer you to the Weekly Breakdown page.

☐ I would like assistance calculating the wages by benefit week (Sunday to Saturday). This selection will transfer you to the Prorate Wages – Step 1 page.

☐ This employee has never worked for me. This selection will transfer you to the certification page.

Employment Period Data - Please enter the following information

Date employee first began work during the period requested

Last day to work

If the employee was discharged, please enter the discharge date

Rate of Pay

Last Day Of Pay Period

Employee's work status

Back

Next

Cancel

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Choose a wage entry type by selecting one of these four radio buttons:

First Radio Button

The employee did not work between [the audit start] and [end dates] and there are no wages to enter.

Selecting this button indicates that the employee did not work between the start and end dates of the audit period and that there are no wages to report. Selecting this button will default all wages to zero and take you to the [Certification](#) page.

Second Radio Button

I have calculated the wages by benefit week (Sunday to Saturday) and am ready to enter the wages by benefit week.

Selecting this button indicates that you will, or have already, calculated the wages paid for this employee on a benefit week basis (weeks that begin on a Sunday and end on a Saturday) and that wage information is ready to be entered by benefit week. Selecting this button will take you directly to the [Weekly Breakdown](#) page.

Third Radio Button

I would like assistance calculating the wages by benefit week (Sunday to Saturday).

Selecting this button indicates that you have not calculated the wages by benefit week (weeks that begin on a Sunday and end on a Saturday) and that you want to use the system to assist you in calculating and allocating the wages by benefit week. Selecting this button will take you to the [Prorate Wages-Step 1](#) page.

Fourth Radio Button

This employee never worked for me.

No other entries are necessary. You will be directed to the [Certification](#) page.

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Entry fields on this page:

1. **Date employee first began work during the period requested-** Enter in MM/DD/YYYY format. Enter the date the employee was hired to work for the employer. *If the employee has had multiple hire dates with the employer enter the first hire date after the audit start date.* Entering the correct hire date may reduce the amount of information you need to enter for this employee.
2. **Last day to work-** Enter in MM/DD/YYYYY format. Enter the last day the employee worked for your company. *If the employee has had multiple separation dates enter the last separation date that is prior to the audit end date.* Entering the correct last date worked may reduce the amount of information you need to enter for this employee. *If the employee is still working for you, enter the date shown in the Audit End Date box in the upper right hand corner of the page.*
3. **If the employee was discharged, please enter the discharge date-** Enter the date that the employee was discharge, if applicable. This date will appear on the returned Wage Audit Notice.
4. **Rate of Pay-** Enter the rate of pay for this employee and select the appropriate pay schedule from the drop down list. Entry may be made in whole dollars or in dollars and cents.
5. **Last Day of Pay Period-** Select the last day of the employee's pay period from the drop down list.
6. **Employee's Work Status-** If the employee is still employed, choose either **Full-time**, **Part-time**, **On call**, or **Seasonal employment**. Otherwise, select between **Quit**, **Discharge**, or **Laid off**.

Click the **Next** button to continue to the appropriate page based on the wage entry type selected.

Error messages:

1. This information is invalid.

Cause and Resolution:

1. Date not entered in the correct format.
 - Enter dates using the MM/DD/YYYYY format, where MM represents the month (1 or 2 digits), DD represents the day of the month (1 or 2 digits), and YYYY represents the year (a four digit year must be entered). *For Example: 4/20/2016*

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Weekly Breakdown Page – Manual Entry

The **Weekly Breakdown** page is used to enter wage and hour information on a benefit week basis (benefit weeks are weeks that begin on Sunday and end on Saturday). The page displays each benefit week that is being audited and provides a spot for the entry of the gross earnings earned by the employee identified on the Wage Audit Notice. The **Weekly Breakdown** page is accessed either directly or through the prorate process.

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Weekly Breakdown

Employer Information

Account Number 000004

 Employer Name

Employee Information

Name

 SSN

 Audit Start Date 12/29/2013

 Audit End Date 3/29/2014

Weekly Entry - Enter (or if applicable, modify) the employee's gross earnings, hours worked for each day, and the date the employee was paid for the week.

From	To	Total Hours Worked	Regular Earnings	Vacation	Sick	Holiday	Severance	Back Pay	Other Pay
12/29/2013	01/04/2014								
01/05/2014	01/11/2014								
01/12/2014	01/18/2014								
01/19/2014	01/25/2014								
01/26/2014	02/01/2014								
02/02/2014	02/08/2014								
02/09/2014	02/15/2014								
02/16/2014	02/22/2014								
02/23/2014	03/01/2014								
03/02/2014	03/08/2014								
03/09/2014	03/15/2014								
03/16/2014	03/22/2014								
03/23/2014	03/29/2014								

Please explain any Other Pay

Back Next Cancel

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The **Weekly Breakdown** page is accessed directly after you select the second radio button on the **Type of Wage Entry** page. This selection indicates wages have been calculated based on benefit weeks (Sunday through Saturday). When accessed this way, the page is shown with no data in the gross earnings cells for the weeks included in the audit period. **Please enter the wages by benefit week.**

The top portion of the page displays the employer and employee information previously entered. The affected weeks and the entry fields are presented in a table format (e.g. rows and columns).

The column headings are:

From- is the first day of the week (Sunday)

To- is the last day of the week (Saturday)

Total Hours Worked- Enter the total hours worked during the specific week.

Regular Earnings- Enter the total regular earnings earned by the employee for the week.

Vacation Pay- Enter the amount of vacation pay earned by the employee for the week.

Sick Pay- Enter the amount of sick pay earned by the employee for the week.

Holiday Pay- Enter the amount of holiday pay earned by the employee for the week.

Severance Pay- Enter the amount of severance pay earned by the employee for the week.

Back Pay- Enter the amount of back pay earned by the employee for the week.

Other Pay- Enter the amount of other pay earned by the employee for the week.

Click the **Next** button if the information is correct and to continue to the **Certification** page. Skip to page 37 of this guide for instructions on how to complete and submit the Wage Audit Notice.

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Error messages:

1. Please enter valid wages.
2. Please enter valid hours worked.
3. Please enter valid dates.

Cause and Resolution:

1. Gross earnings were not entered in the correct format.
 - Check the earnings entered. If the entry is made in whole dollars, no decimal point needs to be entered. If the entry is made in dollars and cents there must be two digits entered to the right of the decimal point.
2. Hours Entry
 - Hours entered were not numeric. Check the hours entered.

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Prorate Wages – Step 1

The **Prorate Wages – Step 1** page is displayed after selecting the third radio button on the **Type of Wage Entry** page. This is the first of a three step process that will assist you in calculating and distributing wages paid to an employee by benefit weeks in the audit period.

The screenshot shows the 'BARTS-IRME' interface, an 'ON POINT TECHNOLOGY SOLUTION'. The page title is 'Prorate Wages - Step 1'. It contains several input fields and checkboxes. The 'Employer Information' section has fields for 'Account Number' (000004) and 'Employer Name'. The 'Employee Information' section has fields for 'Name', 'SSN', 'Audit Start Date' (3/30/2014), and 'Audit End Date' (6/28/2014). The 'Prorate Wages - Step 1' section has a 'Pay Period Type' dropdown set to 'Weekly' and a 'Standard Work Days' section with checkboxes for Sunday through Saturday. The 'Standard Work Days' section shows Monday through Friday checked. At the bottom right are 'Back', 'Next', and 'Cancel' buttons. At the bottom left are 'Help', 'Logout', and 'Contact Us' links.

On this page select the type of pay period used for this employee and identify the days of the week that make up the employee's standard work week. The type of pay period you select is important and is used by the system to ensure the correct pages are presented to you. The end result of this process is the allocation of the wages, on a benefit week basis, for the selected pay period(s).

Selection fields on this page:

1. **Pay Period Type-** From the drop-down list, select the pay period type. *Pay period type defaults to Weekly.*
 - **Weekly:** Select this option if the employee was paid on a weekly pay cycle.
 - **Bi-Weekly:** Select this option if this employee was paid on a bi-weekly (every other week) pay cycle.
 - **Twice a Month:** Select this option if this employee was paid on a twice-a-month pay cycle. This is a cycle that has two set pay days in the month, such as the first and the fifteenth.
 - **Monthly:** Select this option if this employee was paid on a monthly pay cycle.
2. **Standard Work Days-**For each day of the employee's standard work week, make sure the box to the left of the work day is checked. *You must select at least one day.*

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Click the **Next** button to continue to the Step 2 page of the selected Wage Type.

- For the **Weekly** selection, the [Prorate Wages Weekly – Step 2](#) page is displayed.
- For the **Bi-Weekly** selection the [Prorate Wages Bi-Weekly – Step 2](#) is displayed.
- For the **Twice a Month** selection the [Prorate Wages Twice a Month – Step 2](#) page is displayed.
- For the **Monthly** selection the [Prorate Wages Monthly – Step 2](#) page is displayed.

Error messages:

1. At least one working day should be selected.

Cause and Resolution:

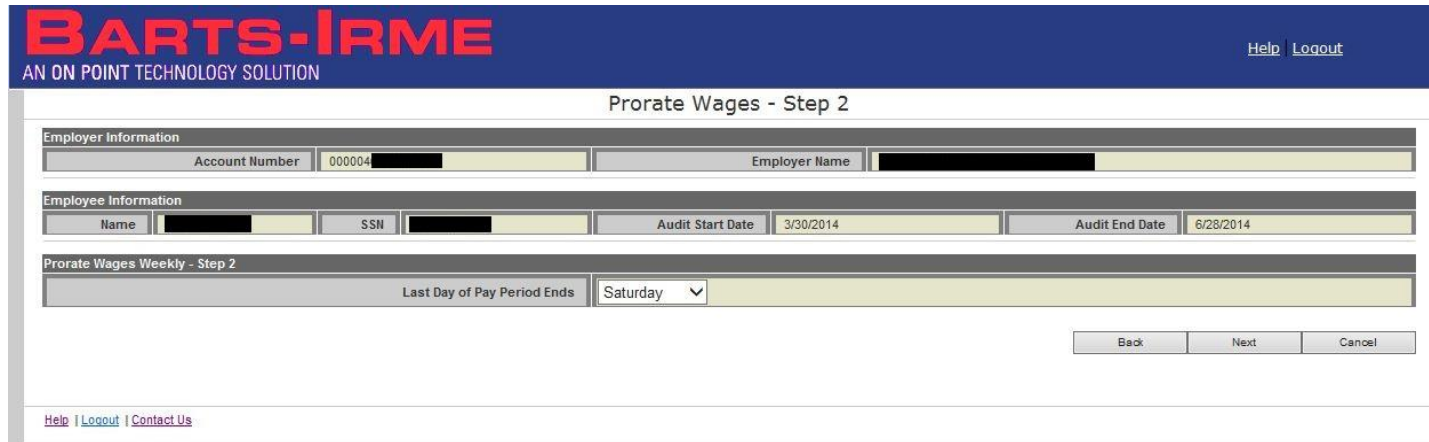
1. At least one day must be selected.
 - For each day of the employee's standard work week, make sure the box to the left of the work day is checked.

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Prorate Wages Weekly – Step 2

The **Prorate Wages Weekly – Step 2** page is used to select the day of the week that your company used as the last day of the employee's weekly pay period.



The screenshot shows the 'BARTS-IRME' interface, an 'ON POINT TECHNOLOGY SOLUTION'. The page title is 'Prorate Wages - Step 2'. It contains several input fields for 'Employer Information' (Account Number, Employer Name) and 'Employee Information' (Name, SSN, Audit Start Date, Audit End Date). The 'Prorate Wages Weekly - Step 2' section features a 'Last Day of Pay Period Ends' dropdown menu currently set to 'Saturday'. Navigation buttons 'Back', 'Next', and 'Cancel' are at the bottom right. Footer links include 'Help', 'Logout', and 'Contact Us'.

Selection fields on this page:

1. **Last Day of Pay Period Ends-** From the drop-down list, select the day of the week that the pay period ends on. *Last day of pay period defaults to Saturday.*

Click the **Next** button to continue to **Prorate Wages Weekly-Step 3** page.

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Prorate Wages Weekly – Step 3

The **Prorate Wages – Step 3** page is used to enter the gross earnings for each week of the pay period. Information gathered for the pay period will display at the top of the page. To make corrections to previously entered data or selections, click the **Back** button. Step 3 shows the system-calculated start and end dates of each week in the designated pay period.

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Prorate Wages

Employer Information

Account Number

000004

Employer Name

Employee Information

Name

SSN

Audit Start Date

3/30/2014

Audit End Date

6/28/2014

Pay Period Information

Pay Period

Weekly

Standard Days Worked

Monday, Tuesday, Wednesday, Thursday, Friday

Last Date of Pay Period

Thursday

First Day of Work

3/3/2014

Last Date Worked

7/1/2014

Prorate Wages Weekly - Step 3

Pay Start Date	Pay End Date	Gross Earnings
03/28/2014	04/03/2014	
04/04/2014	04/10/2014	
04/11/2014	04/17/2014	
04/18/2014	04/24/2014	
04/25/2014	05/01/2014	
05/02/2014	05/08/2014	
05/09/2014	05/15/2014	
05/16/2014	05/22/2014	
05/23/2014	05/29/2014	
05/30/2014	06/05/2014	
06/06/2014	06/12/2014	
06/13/2014	06/19/2014	
06/20/2014	06/26/2014	
06/27/2014	07/03/2014	

Back

Next

Cancel

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Entry of gross earnings is not required if there were no earnings for a specific pay period. If wages are not entered, the value will default to zero. You will be asked to certify the accuracy of the entered wages in the final step on the Certification page.

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Click the **Next** button to continue to the **Weekly Breakdown** page.

Error messages:

1. Please enter valid wages.


Cause and Resolution:

1. Gross earnings were not entered in the correct format.
 - Check the earnings entered. If the entry is made in whole dollars no decimal point needs be entered. If the entry is made in dollars and cents there must be two digits entered to the right of the decimal point.

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Weekly Breakdown Page – Prorate Wages Weekly

The **Weekly Breakdown** page is the final page presented when you use any of the prorate wages options. This page uses the wage allocation from the **Prorate Wages Weekly** page to allocate dollar amounts to the UI benefit weeks being audited into the gross earnings column. You are able to make corrections to the wages and if a week includes earnings for non-work days, you can distribute the sums accordingly under the appropriate column(s). You may also enter the number of hours the employee worked but it is not required.


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Weekly Breakdown

Employer Information

Account Number

000004

Employer Name

Employee Information

Name

SSN

Audit Start Date

3/30/2014

Audit End Date

6/28/2014

Weekly Entry - Enter (or if applicable, modify) the employee's gross earnings, hours worked for each day, and the date the employee was paid for the week.

From	To	Total Hours Worked	Regular Earnings	Vacation	Sick	Holiday	Severance	Back Pay	Other Pay
03/30/2014	04/05/2014		153.20						
04/06/2014	04/12/2014		167.20						
04/13/2014	04/19/2014		168.60						
04/20/2014	04/26/2014		139.02						
04/27/2014	05/03/2014		60.10						
05/04/2014	05/10/2014		0.00						
05/11/2014	05/17/2014		0.00						
05/18/2014	05/24/2014		0.00						
05/25/2014	05/31/2014		0.00						
06/01/2014	06/07/2014		0.00						

Please explain any Other Pay

Back

Next

Cancel

[Help](#) | [Logout](#) | [Contact Us](#)

The top portion of the page displays the employer and employee information previously entered. The affected weeks and the entry fields are presented in a table format (e.g. rows and columns).

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The column headings are:

From- is the first day of the week (Sunday)

To- is the last day of the week (Saturday)

Total Hours Worked- Enter the total hours worked during the specific week.

Regular Earnings- Enter the total regular earnings earned by the employee for the week.

Vacation Pay- Enter the amount of vacation pay earned by employee for the week.

Sick Pay- Enter the amount of sick pay earned by the employee for the week.

Holiday Pay- Enter the amount of holiday pay earned by the employee for the week.

Severance Pay- Enter the amount of severance pay earned by the employee for the week.

Back Pay- Enter the amount of back pay earned by the employee for the week.

Other Pay- Enter the amount of other pay earned by the employee for the week.

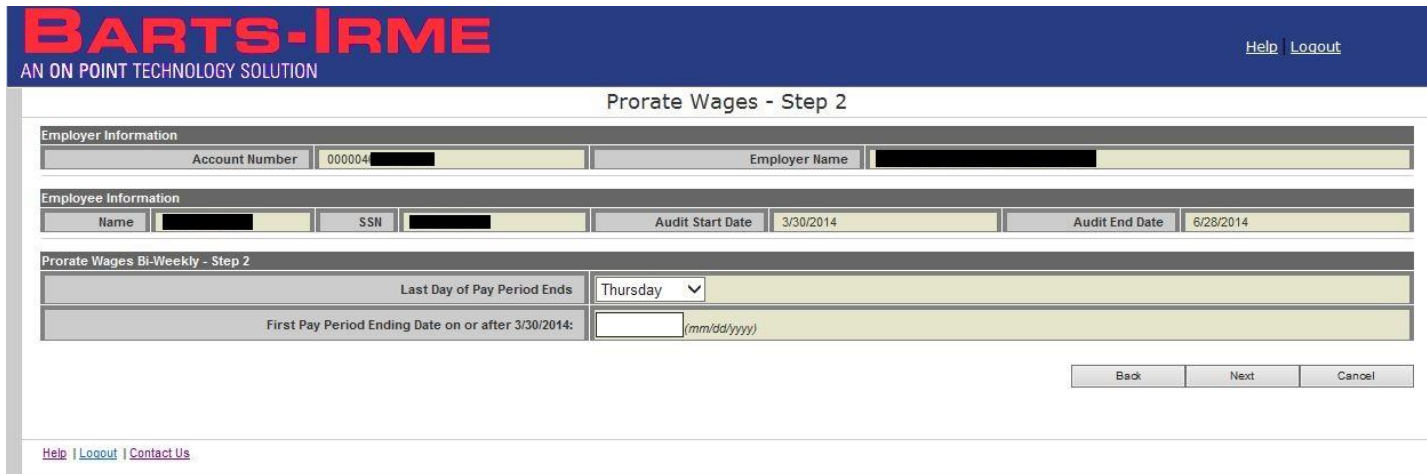
Click the **Next** button if the information is correct and to continue to the **Certification** page. Skip to page 37 of this guide for instructions on how to complete and submit the Wage Audit Notice.

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Prorate Wages Bi-Weekly – Step 2

Prorate Wages Bi-Weekly-Step 2 page is used to select the day of the week the bi-weekly pay periods end, and identify the first pay period ending date on or after the start of the audit period.



The screenshot shows the BARTS-IRME interface for the Prorate Wages - Step 2 form. The header includes the BARTS-IRME logo and the text "AN ON POINT TECHNOLOGY SOLUTION". Navigation links for "Help" and "Logout" are in the top right. The form is divided into sections: "Employer Information" with fields for "Account Number" (000004) and "Employer Name"; "Employee Information" with fields for "Name", "SSN", "Audit Start Date" (3/30/2014), and "Audit End Date" (6/28/2014); and the "Prorate Wages Bi-Weekly - Step 2" section. This section contains a "Last Day of Pay Period Ends" dropdown menu set to "Thursday" and a "First Pay Period Ending Date on or after 3/30/2014:" text input field with a date format hint (mm/dd/yyyy). At the bottom right are "Back", "Next", and "Cancel" buttons. A footer contains links for "Help", "Logout", and "Contact Us".

Entry fields on this page:

1. **Last Day of Pay Period-** From the drop-down list, select the day of the week your pay period ends. *Last day of pay period defaults to Saturday.*
2. **First Pay Period Ending Date on or after [the start date of the audit period]-** This information is required in order for the prorate wages assistant to determine the actual pay period dates.

Click the **Next** button to continue to the **Prorate Wages Bi-Weekly-Step 3** page.

Employer Help Guide for the Internet Response Module for Employers

Error messages:

1. This information is invalid.
2. First pay period ending date comes before audit start date or hire date.
3. First pay period ending date must be on the same day as the day selected for the Last Day of Pay Period.

Cause and Resolution:

1. First pay period ending date is not entered in the correct format.
 - Check the date entered. Enter dates using the MM/DD/YYYY format. *For Example: 4/20/2016*
2. The first pay period ending date must fall on a day that is on or after the audit start date **and** after the date the employee was hired by the company.
3. The first pay period ending date must fall on the same day of the week as the last day of pay period selected from the drop-down.
 - This date must fall on the same day of the week that you selected for the “Last Day of Pay Period.” *For example: If you have selected “Saturday” from the drop-down list as the last day of the pay period, the date you enter here **must** fall on a Saturday.*

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Employer Help Guide for the Internet Response Module for Employers

Prorate Wages Bi-Weekly – Step 3

The **Prorate Wages Bi-Weekly-Step 3** page is used to enter the gross wages for each bi-weekly pay period.

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[Help](#) | [Logout](#)

Prorate Wages

Employer Information

Account Number

00000- [REDACTED]

Employer Name

[REDACTED]

Employee Information

Name

[REDACTED]

SSN

[REDACTED]

Audit Start Date

3/30/2014

Audit End Date

6/28/2014

Pay Period Information

Pay Period

Bi-Weekly

Standard Days Worked

Monday, Tuesday, Wednesday, Thursday, Friday

Last Date of Pay Period

Thursday

First Pay Period Ending Date in Audit Period

4/3/2014

First Day of Work

3/3/2014

Last Date Worked

7/1/2014

Prorate Wages Bi-Weekly - Step 3

Pay Start Date	Pay End Date	Gross Earnings
03/21/2014	04/03/2014	<input type="text"/>
04/04/2014	04/17/2014	<input type="text"/>
04/18/2014	05/01/2014	<input type="text"/>
05/02/2014	05/15/2014	<input type="text"/>
05/16/2014	05/29/2014	<input type="text"/>
05/30/2014	06/12/2014	<input type="text"/>
06/13/2014	06/26/2014	<input type="text"/>
06/27/2014	07/10/2014	<input type="text"/>

Back

Next

Cancel

[Help](#) | [Logout](#) | [Contact Us](#)

Entry of gross earnings is not required if there were no earnings for a specific pay period. If wages are not entered, the value will default to zero. You will be asked to certify the accuracy of the entered wages in the final step on the Certification page.

Employer Help Guide for the Internet Response Module for Employers

Click the **Next** button to continue to the **Weekly Breakdown** page.

Error messages:

1. Please enter valid wages.

Cause and Resolution:

1. Gross earnings were not entered in the correct format.
 - Check the earnings entered. If the entry is made in whole dollars no decimal point needs to be entered. If the entry is made in dollars and cents there must be two digits entered to the right of the decimal point.

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Employer Help Guide for the Internet Response Module for Employers

Weekly Breakdown Page – Prorate Wages Bi-Weekly

The **Weekly Breakdown** page is the final page presented when you use any of the prorate wages options. This page uses the wage allocation from the **Prorate Wages Bi-Weekly** page to allocate dollar amounts to the UI benefit weeks being audited. You are able to make corrections to the wages and if a week includes earnings for non-work days, you can distribute the sums accordingly under the appropriate column(s). You may also enter the number of hours the employee worked but it is not required.

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 AN ON POINT TECHNOLOGY SOLUTION

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Weekly Breakdown

Employer Information

Account Number

Employer Name

Employee Information

Name

SSN

Audit Start Date

Audit End Date

Weekly Entry - Enter (or if applicable, modify) the employee's gross earnings, hours worked for each day, and the date the employee was paid for the week.

From	To	Total Hours Worked	Regular Earnings	Vacation	Sick	Holiday	Severance	Back Pay	Other Pay
03/30/2014	04/05/2014	<input type="text"/>	89.42	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
04/06/2014	04/12/2014	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
04/13/2014	04/19/2014	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
04/20/2014	04/26/2014	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
04/27/2014	05/03/2014	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05/04/2014	05/10/2014	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05/11/2014	05/17/2014	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05/18/2014	05/24/2014	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
05/25/2014	05/31/2014	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
06/01/2014	06/07/2014	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please explain any Other Pay

[Back](#)
[Next](#)
[Cancel](#)

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The top portion of the page displays the employer and employee information previously entered. The affected weeks and the entry fields are presented in a table format (e.g. rows and columns).

Employer Help Guide for the Internet Response Module for Employers

The column headings are:

From- is the first day of the week (Sunday)

To- is the last day of the week (Saturday)

Total Hours Worked- Enter the total hours worked during the specific week.

Regular Earnings- Enter the total regular earnings earned by the employee for the week.

Vacation Pay- Enter the amount of vacation pay earned by employee for the week.

Sick Pay- Enter the amount of sick pay earned by the employee for the week.

Holiday Pay- Enter the amount of holiday pay earned by the employee for the week.

Severance Pay- Enter the amount of severance pay earned by the employee for the week.

Back Pay- Enter the amount of back pay earned by the employee for the week.

Other Pay- Enter the amount of other pay earned by the employee for the week.

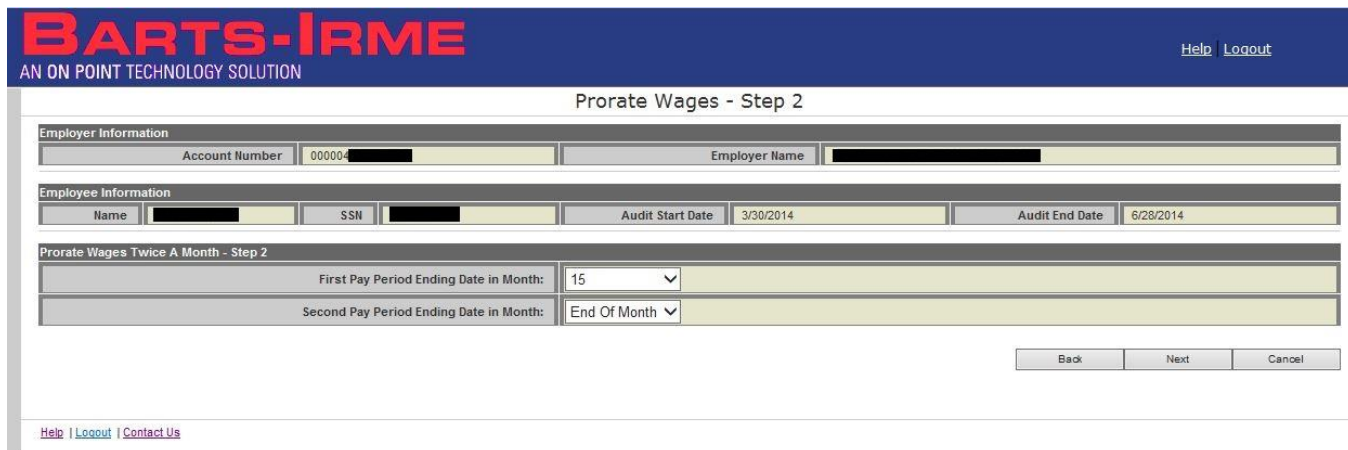
Click the **Next** button if the information is correct and to continue to the **Certification** page. Skip to page 37 of this guide for instructions on how to complete and submit the Wage Audit Notice.

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Employer Help Guide for the Internet Response Module for Employers

Prorate Wages Twice a Month – Step 2

The **Prorate Wages Twice a Month-Step 2** page is used to select the ending date of the two pay periods in each month. *The system requires that there are at least 4 days between the two pay periods entered. If, in your payroll scheme, this requirement is not met, complete the notice manually and follow the included instructions for submitting the Wage Audit Notice through the postal mail.*



The screenshot shows the 'BARTS-IRME' interface, an 'ON POINT TECHNOLOGY SOLUTION'. The page title is 'Prorate Wages - Step 2'. It contains several input fields for 'Employer Information' (Account Number, Employer Name) and 'Employee Information' (Name, SSN, Audit Start Date, Audit End Date). The main section, 'Prorate Wages Twice A Month - Step 2', features two drop-down menus: 'First Pay Period Ending Date in Month:' (set to '15') and 'Second Pay Period Ending Date in Month:' (set to 'End Of Month'). Navigation buttons 'Back', 'Next', and 'Cancel' are at the bottom right. Footer links include 'Help', 'Logout', and 'Contact Us'.

Selection fields on this page:


1. **First Pay Period Ending Date in Month** – From the drop-down list of possible dates in the month, select the date that represents the end of the first pay period in the month. This date should be less than the second pay period ending date in the month.
2. **Second Pay Period Ending Date in Month** – From the drop-down list of possible dates in the month, select the date that represents the end of the second pay period in the month. The selected date should be greater than the first pay period ending date in the month. *If the second pay period in the month occurs on the last day of the month, please select End of Month rather than a specific date.*

Click the **Next** button to continue to the **Prorate Wages Twice a Month-Step 3**.

Employer Help Guide for the Internet Response Module for Employers

Prorate Wages Twice a Month – Step 3

The **Prorate Wages Twice a Month-Step 3** page is used to enter the gross earnings for each week of the pay period determined by your entries in Steps 1 and 2. Information gathered for the pay period will display at the top of the page. Step 3 shows the system-calculated start and end dates of each pay period. If the data was entered correctly on the previous pages, the pay start and end date(s) should match the pay periods for the employee. If the dates do not match, you can use the **Back** button to make corrections.


[Help](#) [Logout](#)

AN ON POINT TECHNOLOGY SOLUTION

Prorate Wages

Employer Information

Account Number

000004

Employer Name

Employee Information

Name

SSN

Audit Start Date

3/30/2014

Audit End Date

6/28/2014

Pay Period Information

Pay Period

Twice A Month

Standard Days Worked

Monday, Tuesday, Wednesday, Thursday, Friday

Pay Period Ending Date

15, End of Month

First Day of Work

3/3/2014

Last Date Worked

7/1/2014

Prorate Wages Twice A Month - Step 3

Pay Start Date	Pay End Date	Gross Earnings
03/16/2014	03/31/2014	
04/01/2014	04/15/2014	
04/16/2014	04/30/2014	
05/01/2014	05/15/2014	
05/16/2014	05/31/2014	
06/01/2014	06/15/2014	
06/16/2014	06/30/2014	

Back

Next

Cancel

[Help](#) | [Logout](#) | [Contact Us](#)

Employer Help Guide for the Internet Response Module for Employers

Entry fields on this page:

1. **Gross Earnings-** For each pay period listed, under the Gross Earnings column, enter the total dollar amount of wages earned by the employee for the corresponding timeframe.
 - Entry may be made in whole dollars or in dollars and cents. If the entry is made in whole dollars no decimal point needs to be entered.

Entry of Gross Earnings is not required if there were no earnings for a specific pay period. If wages are not entered, the value will default to zero. You will be asked to certify the accuracy of the entered wages.

Click the **Next** button to continue to the **Weekly Breakdown**.

Employer Help Guide for the Internet Response Module for Employers

Weekly Breakdown Page – Prorate Wages Twice a Month

The **Weekly Breakdown** page is the final page presented when you use any of the prorate wages options. This page uses the wage allocation from the **Prorate Wages Twice a Month** page to allocate dollar amounts to the UI benefit weeks being audited. You are able to make corrections to the wages and if a week includes earnings for non-work days, you can distribute the sums accordingly under the appropriate column(s). You may also enter the number of hours the employee worked but it is not required.

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Weekly Breakdown

Employer Information

Account Number: 000004

Employer Name:

Employee Information

Name:

SSN:

Audit Start Date: 3/30/2014

Audit End Date: 6/28/2014

Weekly Entry - Enter (or if applicable, modify) the employee's gross earnings, hours worked for each day, and the date the employee was paid for the week.

From	To	Total Hours Worked	Regular Earnings	Vacation	Sick	Holiday	Severance	Back Pay	Other Pay
03/30/2014	04/05/2014		0.00						
04/06/2014	04/12/2014		0.00						
04/13/2014	04/19/2014		0.00						
04/20/2014	04/26/2014		0.00						
04/27/2014	05/03/2014		0.00						
05/04/2014	05/10/2014		0.00						
05/11/2014	05/17/2014		0.00						
05/18/2014	05/24/2014		0.00						
05/25/2014	05/31/2014		0.00						
06/01/2014	06/07/2014		325.00						

Please explain any Other Pay:

Back Next Cancel

[Help](#) | [Logout](#) | [Contact Us](#)

The top portion of the page displays the employer and employee information previously entered. The affected weeks and the entry fields are presented in a table format (e.g. rows and columns).

Employer Help Guide for the Internet Response Module for Employers

The column headings are:

From- is the first day of the week (Sunday)

To- is the last day of the week (Saturday)

Total Hours Worked- Enter the total hours worked during the specific week.

Regular Earnings- Enter the total regular earnings (dollars and cents) earned by the employee for the week.

Vacation Pay- Enter the amount of vacation pay earned by employee for the week.

Sick Pay- Enter the amount of sick pay earned by the employee for the week.

Holiday Pay- Enter the amount of holiday pay earned by the employee for the week.

Severance Pay- Enter the amount of severance pay earned by the employee for the week.

Back Pay- Enter the amount of back pay earned by the employee for the week.

Other Pay- Enter the amount of other pay earned by the employee for the week.

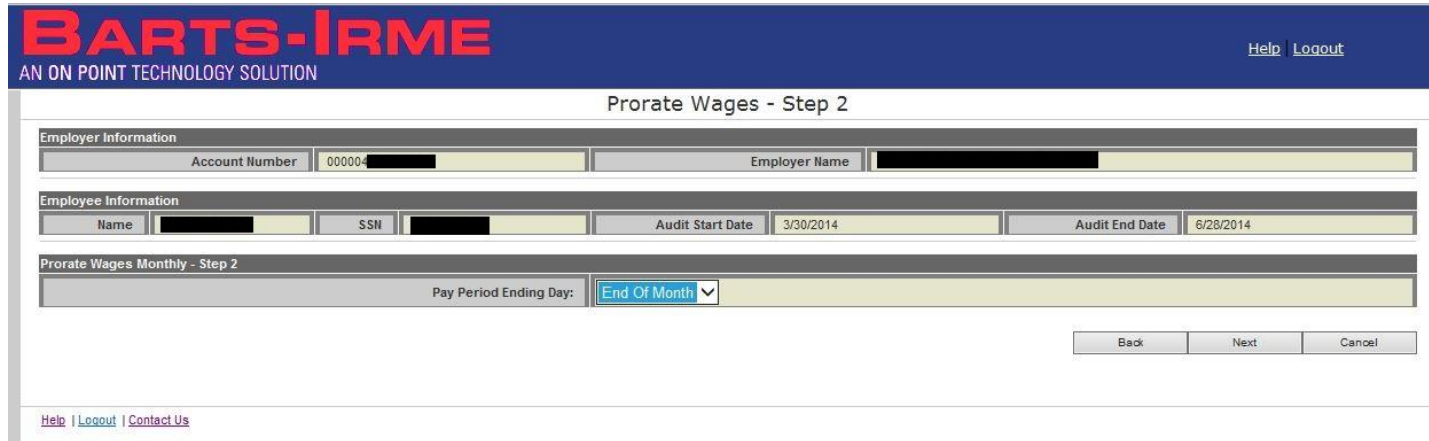
Click the **Next** button if the information is correct and to continue to the **Certification** page. Skip to page 37 of this guide for instructions on how to complete and submit the Wage Audit Notice.

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Employer Help Guide for the Internet Response Module for Employers

Prorate Wages Monthly – Step 2

The **Prorate Wages Monthly-Step 2** page is used to select the day of the month that represents the end of the payroll period for the employee.



The screenshot shows the BARTS-IRME interface for the "Prorate Wages - Step 2" form. The header includes the BARTS-IRME logo and "AN ON POINT TECHNOLOGY SOLUTION". Navigation links for "Help" and "Logout" are in the top right. The form is divided into sections: "Employer Information" with fields for "Account Number" (000004) and "Employer Name"; "Employee Information" with fields for "Name", "SSN", "Audit Start Date" (3/30/2014), and "Audit End Date" (6/28/2014); and "Prorate Wages Monthly - Step 2" with a "Pay Period Ending Day" dropdown menu currently set to "End Of Month". At the bottom right are "Back", "Next", and "Cancel" buttons. A footer contains "Help | Logout | Contact Us" links.

Selection fields on this page:


1. **Pay Period Ending Day-** From the Pay Period Ending Day drop-down list, select the day of the month that represents the end of the pay period.
 - A numeric list from 1 to 30 is displayed with an additional selection for “End of Month”. If the end of the pay period is the last day of the month you should select “End of Month” rather than a specific day.

Click the **Next** button to continue to the **Prorate Wages Twice a Month-Step 3**.

Employer Help Guide for the Internet Response Module for Employers

Prorate Wages Monthly – Step 3

The **Prorate Wages Monthly-Step 3** page is used to enter the gross earnings for each of the pay periods determined by your entries in Steps 1 and 2. Information gathered for the pay period will display at the top of the page. Step 3 shows the system calculated start and end dates of each week in the designated pay period. If the data was entered correctly on the previous pages, the pay start and end date(s) should match the pay periods for the employee. If the dates do not match, you can use the **Back** button to make corrections.


[Help](#) [Logout](#)

AN ON POINT TECHNOLOGY SOLUTION

Prorate Wages

Employer Information

Account Number

000004

Employer Name

Employee Information

Name

SSN

Audit Start Date

3/30/2014

Audit End Date

6/28/2014

Pay Period Information

Pay Period

Monthly

Standard Days Worked

Monday, Tuesday, Wednesday, Thursday, Friday

Pay Period Ending Date

End of Month

First Day of Work

3/3/2014

Last Date Worked

7/1/2014

Prorate Wages Monthly - Step 3

Pay Start Date	Pay End Date	Gross Earnings
03/01/2014	03/31/2014	
04/01/2014	04/30/2014	
05/01/2014	05/31/2014	
06/01/2014	06/30/2014	

Back

Next

Cancel

[Help](#) | [Logout](#) | [Contact Us](#)

Employer Help Guide for the Internet Response Module for Employers

Entry fields on this page:

1. **Gross Earnings-** For each pay period listed, under the Gross Earnings column, enter the total dollar amount of wages earned by the employee for the corresponding timeframe.
 - Entry may be made in whole dollars or in dollars and cents. If the entry is made in whole dollars no decimal point needs to be entered.

Entry of Gross Earnings is not required if there were no earnings for a specific pay period. If wages are not entered, the value will default to zero. You will be asked to certify the accuracy of the entered wages.

Click the **Next** button to continue to the **Weekly Breakdown**.

Employer Help Guide for the Internet Response Module for Employers

Weekly Breakdown Page – Prorate Wages Monthly

The **Weekly Breakdown** page is the final page presented when you use any of the prorate wages options. This page uses the wage allocation from the **Prorate Wages Monthly** page to allocate dollar amounts to the UI benefit weeks being audited. You are able to make corrections to the wages and if a week includes earnings for non-work days, you can distribute the sums accordingly under the appropriate column(s). You may also enter the number of hours the employee worked but it is not required.

BARTS-IRME

AN ON POINT TECHNOLOGY SOLUTION

[Help](#)
[Logout](#)

Weekly Breakdown

Employer Information

Account Number

000004

Employer Name

Employee Information

Name

SSN

Audit Start Date

3/30/2014

Audit End Date

6/28/2014

Weekly Entry - Enter (or if applicable, modify) the employee's gross earnings, hours worked for each day, and the date the employee was paid for the week.

From	To	Total Hours Worked	Regular Earnings	Vacation	Sick	Holiday	Severance	Back Pay	Other Pay
03/30/2014	04/05/2014		0.00						
04/06/2014	04/12/2014		0.00						
04/13/2014	04/19/2014		0.00						
04/20/2014	04/26/2014		0.00						
04/27/2014	05/03/2014		0.00						
05/04/2014	05/10/2014		0.00						
05/11/2014	05/17/2014		0.00						
05/18/2014	05/24/2014		0.00						
05/25/2014	05/31/2014		0.00						
06/01/2014	06/07/2014		325.00						

Please explain any Other Pay

Back

Next

Cancel

[Help](#)
[Logout](#)
[Contact Us](#)

The top portion of the page displays the employer and employee information previously entered. The affected weeks and the entry fields are presented in a table format (e.g. rows and columns).

Employer Help Guide for the Internet Response Module for Employers

The column headings are:

From- is the first day of the week (Sunday)

To- is the last day of the week (Saturday)

Total Hours Worked- Enter the total hours worked during the specific week.

Regular Earnings- Enter the total regular earnings (dollars and cents) earned by the employee for the week.

Vacation Pay- Enter the amount of vacation pay earned by employee for the week.

Sick Pay- Enter the amount of sick pay earned by the employee for the week.

Holiday Pay- Enter the amount of holiday pay earned by the employee for the week.

Severance Pay- Enter the amount of severance pay earned by the employee for the week.

Back Pay- Enter the amount of back pay earned by the employee for the week.

Other Pay- Enter the amount of other pay earned by the employee for the week.

Click the **Next** button if the information is correct and to continue to the **Certification** page.

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Employer Help Guide for the Internet Response Module for Employers

Certification Page

The **Certification** page provides you the opportunity to review all the information entered and to affirm that the information is correct to the best of your knowledge. This is required before submitting the information for processing.

BARTS-IRME
Help Logout

AN ON POINT TECHNOLOGY SOLUTION

Certification

Employer Information

Account Number	000004	Employer Name	[REDACTED]
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Employee Information

Name	[REDACTED]	SSN	[REDACTED]	Audit Start Date	12/29/2013	Audit End Date	3/29/2014
------	------------	-----	------------	------------------	------------	----------------	-----------

Pay Period Information

Date employee first began work during the period requested	12/12/2011
Last day to work	
Rate of Pay	
Employee's work status	Full-time
The Original Records Will be Available if necessary	Yes
Other Pay Explanation	

Certification of wages entered

From	To	Total Hours Worked	Regular Earnings	Vacation	Sick	Holiday	Severance	Back Pay	Other Pay
12/29/2013	01/04/2014	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/05/2014	01/11/2014	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/12/2014	01/18/2014	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/19/2014	01/25/2014	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01/26/2014	02/01/2014	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/02/2014	02/08/2014	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/09/2014	02/15/2014	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/16/2014	02/22/2014	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/23/2014	03/01/2014	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/02/2014	03/08/2014	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/09/2014	03/15/2014	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/16/2014	03/22/2014	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/23/2014	03/29/2014	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Legal Certification: By checking the box below, I, nkjdhk certify that the information submitted on this on-line form is correct to the best of my knowledge and belief, and I understand that the law provides penalties for making false statements or misrepresentations or for failing to disclose a material fact in order to affect the payment of benefits to any individual.

☐ I Agree

Back Accept Cancel

IMPORTANT: If you need to correct any employee information listed **DO NOT** use the **Cancel** button or all data entered will be lost. Use the **Back** button to return to the page where the data was originally entered, then make corrections as appropriate.

Employer Help Guide for the Internet Response Module for Employers

Please take the opportunity to:

Verify **Employer Account Number**.

Verify the **Employee's Name**.

Verify the **Social Security Number**.

Validate the **first day worked**.

Validate the **last day worked**.

Validate the **availability of the original payroll records**.

Validate the **weekly breakdown of wage information**.

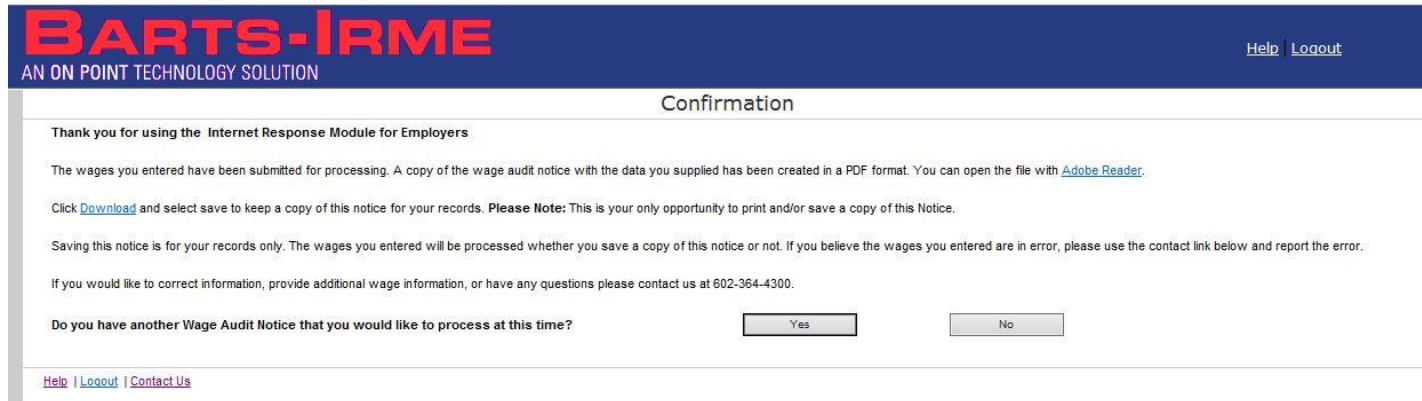
Read the Legal Certification Statement. If you agree that the information presented on this page is correct, select the check box next to the phrase "I agree". This box must be checked in order to continue.

Select the **Accept** button, after you check the "I agree" box, to complete processing of the Wage Audit Notice and continue to the **Confirmation** page. Or, click the **Cancel** button to cancel all actions taken. This will delete all information entered and return you to the **Wage Audit Notice Entry** page to begin entering a new Wage Audit Notice.

Employer Help Guide for the Internet Response Module for Employers

Confirmation Page

The **Confirmation** page provides you an opportunity to view an image of the Wage Audit Notice updated with all of the information you've entered or return to the **Wage Audit Notice Entry** page to begin processing a new Wage Audit Notice.



The screenshot shows the 'BARTS-IRME' web application interface. The header is dark blue with 'BARTS-IRME' in large red letters and 'AN ON POINT TECHNOLOGY SOLUTION' in smaller white letters. On the right of the header are links for 'Help' and 'Logout'. The main content area is titled 'Confirmation' and contains the following text: 'Thank you for using the Internet Response Module for Employers. The wages you entered have been submitted for processing. A copy of the wage audit notice with the data you supplied has been created in a PDF format. You can open the file with [Adobe Reader](#). Click [Download](#) and select save to keep a copy of this notice for your records. **Please Note:** This is your only opportunity to print and/or save a copy of this Notice. Saving this notice is for your records only. The wages you entered will be processed whether you save a copy of this notice or not. If you believe the wages you entered are in error, please use the contact link below and report the error. If you would like to correct information, provide additional wage information, or have any questions please contact us at 602-364-4300.' At the bottom of the main content area is a question: 'Do you have another Wage Audit Notice that you would like to process at this time?' with two buttons: 'Yes' and 'No'. At the very bottom of the page are links for 'Help', 'Logout', and 'Contact Us'.

Selecting the **Download** hyperlink will open a PDF document in a separate window and display the completed Wage Audit Notice in Adobe® Reader®.

*****Please Note: This is your only opportunity to print and/or save a copy of this notice.*****

Select the **Yes** button if you have another Wage Audit Notice that you would like to process at this time. You will be taken to the **Wage Audit Notice Entry** page.

Select the **No** button if you would like to exit the IRME system and go to the **System Logout** page.

How do I contact the Unemployment Insurance Department?

If you do not find the answer here please contact the UI Benefit Wage Audit unit by phone at 602-364-4300, you may also FAX any required documents to 602-364-1211 or 602-364-1213. Technical issues with the IRME system may be reported via email:

<https://www.azdes.gov/forms.aspx?menu=317&form=4240>

Employer Help Guide for the Internet Response Module for Employers

Glossary of Terms

Audit Period- A period of time when an individual claim for Unemployment Insurance Benefits was open while earnings were also reported by an employer during the same timeframe. An audit period can occur due to an electronic data match or be assigned by an investigator upon receipt of a Tip and Lead submitted by a third party.

Audit End Date- The last day of the Audit Period, always a Saturday.

Audit Start Date- The first day of the Audit Period, always a Sunday.

Benefit Week- A one week period, from Sunday to Saturday, for which a claimant may file a continued claim for benefits.

Calendar Week- A period of seven (7) consecutive days beginning and ending Saturday at midnight, used as a unit of measurement of employment and unemployment.

Claim- The Unemployment Insurance Program is similar to any other insurance program. A claim must be established in order to receive benefits. Once a claim has been opened, the claimant must continue to meet all eligibility requirements, and submit continued claims as directed in order to continue to receive benefits.

Department of Economic Security (DES)- The state agency in Arizona that administers the Unemployment Insurance Program.

Employee- An individual identified as having received wages from an employer.

Employer Account Number- An identification number assigned by the Department to each employer required to pay UI taxes. This is not the same as the Federal Employer Identification Number (FEIN) assigned by the Internal Revenue Service for federal reporting and control purposes.

Employer Information- All information obtained from the employer in the fact-finding process.

Federal Employer Identification Number (FEIN)- Assigned by the Internal Revenue Service for federal reporting and control purposes.

Hyperlink- A word, symbol, image, or other element in a hypertext document that links to another such element in the same document or in another hypertext document. The hyperlink is activated with a mouse click.

MM/DD/YYYY Format- A date entered with 1 or 2 digits for the month, 1 or 2 digits for the day, and 4 digits for the year.

Wage Audit Notice- A notice sent to employers by DES to elicit wages for employees whose Unemployment Insurance claims are being audited.

Week Ending Date- The Saturday end date of the week being claimed. Unemployment Insurance is paid on a calendar week basis.